



CYNTHIA D. BANKS
Chief Deputy

COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY

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BOARD OF SUPERVISORS

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"To Enrich Lives Through Effective And Caring Service"

April 29, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF CalWORKs YOUTH JOBS FUNDING ALLOCATIONS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Department of Community and Senior Services (CSS) or his designee, to accept from the Department of Public Social Services (DPSS) \$2,000,000 in additional Performance Incentive-net County Costs (PI-NCC) funds for the CalWORKs Youth Jobs Program, which supplements the \$4,500,000 previously approved by the Board of Supervisors on March 3, 2004, resulting in a total of \$6,500,000 for the provision of CalWORKs Youth Jobs services.
2. Approve the allocation of the PI-NCC funds in the amount of \$2,000,000 for CalWORKs Youth Jobs services in a proportionate amount among current CalWORKs Youth Jobs service providers, as indicated on Attachment A.
3. Authorize the Director of CSS, or his designee, to negotiate and execute contract amendments, in substantially similar form to Attachment B, with the current CalWORKs Youth Jobs providers in the amount indicated on Attachment A, for the provision of CalWORKs Youth Jobs program services from July 1, 2004 through September 30, 2004, after County Counsel approval as to form. The cost of the contracts, contract amendments, and administrative costs are fully financed by PI-NCC Funds from DPSS.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

CSS is the lead agency for the CalWORKs Youth Jobs Program (Long Term Family Self-Sufficiency Project #23) and receives PI-NCC funds from DPSS to administer the Program.

The CalWORKs Youth Jobs Program is a paid work experience program offered during the youth's school break and is designed to help CalWORKs youth move down the path to self-sufficiency and to enhance the Workforce Investment Act (WIA) Youth Program.

On March 3, 2004, your Board approved CSS's funding recommendations in the amount of \$4,500,000 for the provision of CalWORKs Youth Jobs services. Subsequently, the CalWORKs Stakeholders (i.e. identified by your Board as representatives of the CAO, DPSS, New Directions Task Force, Public Social Services Commission and the Community Planning Group) met on March 16th and 24th to discuss the utilization of additional PI-NCC available for FY 2004-05 for CalWORKs Youth Jobs.

On April 20, 2004, your Board approved DPSS's Board letter, which brought forth the joint recommendation of the Stakeholders to allocate an additional \$2,000,000 for the provision of CalWORKs Youth Jobs services from July 1, 2004 through September 30, 2004. This additional \$2 million will supplement the previously approved funds of \$4.5 million, for a total of \$6.5 million, of which \$450,000 is available for FY 2003-04 (to be used as start-up/preparatory costs) and \$6.05 million is available for FY 2004-05.

Performance Measures

The CalWORKs Youth Jobs Program performance evaluation is aligned with the County's Performance Counts Initiative. The standard of performance measurement for program effectiveness is indicated by youth achieving one of the following positive outcomes:

- Youth remained/returned to school;
- Youth obtained high school diploma/GED; or
- Youth found unsubsidized employment.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goal 1 Service Excellence, Strategy 1 to provide the public with easy access to quality information and services that are both beneficial and responsive and Strategic Plan Goal 5, Children and Families' Well-Being, Strategy 1, to implement integrated service delivery initiatives to demonstrate substantial progress toward achieving improved outcomes for children and families.

FISCAL IMPACT/FINANCING

Funding for the CalWORKs Youth Jobs program is made available by your Board's approval of DPSS' June 23, 2003 and April 20, 2004 board letters, which, among other

Stakeholders consensus recommendations, identified CalWORKs Youth Jobs as a priority project to be considered for continued funding.

The projected cost for the CalWORKs Youth Jobs program for the term of the contract ending September 30, 2004 is \$6,500,000, and is fully funded by PI-NCC funds. Of the \$6,500,000 allocated for CalWORKs Youth Jobs by DPSS, \$450,000 is available for FY 2003-04 and \$6,050,000 is available for FY2004-05, with the provision that any of the unspent \$450,000 in FY2003-04 be rolled over into FY2004-05. A breakdown of the combined costs for CalWORKs Youth Jobs, including previously approved funds is provided below:

Previously Approved Funds (March 3, 2004)

7 LWIAs (other than the LA County WIA) (Attachment A, Page 1)	\$ 2,806,323
Los Angeles County Workforce Investment Area (Attachment A, Page 2)	\$ 1,566,657
CSS Administration/Overhead	<u>\$ 127,020</u>
Total	\$ 4,500,000

Additional Funds

7 LWIAs (other than the LA County WIA) (Attachment A, Page 1)	\$1,247,253
Los Angeles County Workforce Investment Area (Attachment A, Page 3)	\$ 696,291
CSS Administration/Overhead	<u>\$ 56,456</u>
Total	\$ 2,000,000

There is no impact on the County general fund. The additional \$2,000,000 in funding will be included in FY2004-05 Final Changes for the Department.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Youth Jobs offers a preventative intervention strategy designed at encouraging youth who are currently in school to remain in school and at the same time, enable those who are out-of-school to experience the opportunities that further education can open up for them. Youth Jobs provides youth with tangible real life exposure to the world of work

and because it is tied to an educational component through basic skills assessment and remediation, youth realize that the key to their future success lies in education. Youth Jobs has been in existence since 2000/01.

The CalWORKs Youth Jobs program aims at helping teens become self-sufficient adults by providing paid work-based learning through employment opportunities during their school breaks coupled with basic skills remediation, career planning, and employment readiness skills training. Following completion of the program and to the extent WIA Youth Program funds are available, the CalWORKs youth are encouraged to participate in the WIA program.

The intent is to ensure that CalWORKs eligible youth receive services, not otherwise available, that will expose them to the world of work and which are also linked to educational learning. Eligible youth are teens ages 14-19 who are members of a family receiving CalWORKs cash assistance, with priority given to pregnant and/or parenting teens.

In an effort to ensure seamless service delivery and coordination between the WIA and CalWORKs programs, the WIA Youth service providers, as well as the other seven Local Workforce Investment Areas (LWIAs) in the County, are used for provision of CalWORKs Youth Jobs program services.

The funding levels for Los Angeles County's eight (8) LWIAs were established based on each LWIA's proportionate share of the total number of teens receiving CalWORKs assistance in the County (based on DPSS' most current data).

The Los Angeles County Workforce Investment Board (WIB) approved the additional \$2,000,000 in anticipated funding allocations on April 8, 2004.

CONTRACTING PROCESS

CSS released a Request for Proposal (RFP) on February 10, 2000 to solicit service providers for the CalWORKs Youth Jobs program in the Los Angeles County Workforce Investment Area. The sixteen (16) service providers on Attachment A are the successful applicants who were previously approved by your Board to provide program services.

There is a Memorandum of Understanding (MOU) between CSS and DPSS to provide CalWORKs Youth Jobs services. The MOU is automatically renewed for successive one-year periods contingent upon the availability of funding. The MOU will be amended in a manner consistent with the provisions approved by the Board. DPSS has reviewed and concurs with the recommended actions.

The Honorable Board of Supervisors
April 29, 2004
Page 5 of 5

Existing CSS service providers were previously selected through a solicitation process which culminated in Board approval to award contracts for specified amounts (see Attachment A). CSS will negotiate and execute appropriate contract amendments, after County Counsel approval, to add the increased allocations.

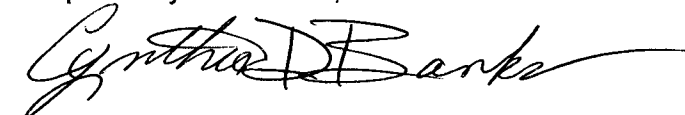
Monitoring Requirement

CSS will ensure that all approved contractors are monitored relative to contract compliance and administrative, programmatic and fiscal requirements. CalWORKs Youth Jobs is a performance-based contract and all service providers are required to submit timelines and costs associated with completion of tasks in the statement of work. All providers are monitored at least once a year both programmatically and fiscally, with a follow up visit provided to ensure continued compliance. All service providers will be monitored programmatically during the contract period of July 1, 2004 through September 30, 2004. Additionally, all contracts with Youth Jobs contractors in the LA County WIA and the remaining seven (7) LWIAs provide for sanctions if performance measures are not met.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Continuation of the CalWORKs Youth Jobs program for this short period will ensure that low-income and pregnant and/or parenting teens continue to receive valuable services which will enable them to attain self-sufficiency.

Respectfully submitted,



CYNTHIA D. BANKS
Chief Deputy

Attachments (2)

c: David E. Janssen
Raymond G. Fortner, Jr.
Violet Varona-Lukens
Bryce Yokomizo

CalWORKs YOUTH JOBS PROGRAM FY 2004-05 FUNDING ALLOCATION FOR LOCAL WORKFORCE INVESTMENT AREAS

ATTACHMENT A
(Page 1 of 3)

CalWORKs LTFSS Youth Jobs Program:

The State provides CalWORKs funding to DPSS, and DPSS provides the funding to CSS for administration of the youth jobs program. CSS contracts with the seven (7) Local Workforce Investment Areas to provide services to the entire Los Angeles County Area.

CalWORKs LTFSS Youth Jobs Funding Distribution To Local Workforce Investment Areas (LWIA):	Previously Approved		Additional	
	Allocation Board Date 3/3/04	Recommended Allocation	Total Allocation	
Carson, Lomita, Torrance Workforce Investment Board (WIB)	\$ 75,867	\$ 33,719	\$ 109,586	
City of Long Beach	\$ 344,876	\$ 153,278	\$ 498,154	
City of Los Angeles	\$ 1,771,813	\$ 787,472	\$ 2,559,285	
County of Los Angeles*	\$ 1,693,677	\$ 752,747	\$ 2,446,424	
Southbay Service Center WIB	\$ 214,831	\$ 95,480	\$ 310,311	
Southeast Los Angeles County WIB	\$ 112,703	\$ 50,090	\$ 162,793	
Foothill WIB	\$ 91,121	\$ 40,498	\$ 131,619	
Verdugo WIB	\$ 195,112	\$ 86,716	\$ 281,828	
CalWORKs LTFSS Youth Jobs Funding Total	\$ 4,500,000	\$ 2,000,000	\$ 6,500,000	

* see Page 2 & 3 of this Attachment for distribution to service providers

**FY 2004-05 CalWORKS YOUTH JOBS
FUNDING ALLOCATIONS
(Previously Approved Allocation March 3, 2004)**

ATTACHMENT A
(Page 2 of 3)

CalWORKs LTFSS Youth Jobs Program:

LA County Workforce Investment Area (LACWIA)								
CalWORKs LTFSS Youth Jobs Funding Distribution:								
	District 1	District 2	District 3	District 4	District 5	TOTAL		
Antelope Valley One-Stop	\$ -	\$ -	\$ -	\$ -	\$ 25,163	\$ 25,163	\$	25,163
Catholic Charities of Los Angeles Inc. (Archdiocese of LA)	\$ 27,178	\$ 36,124	\$ 27,332	\$ -	\$ 48,644	\$ 139,278	\$	139,278
City of Compton	\$ -	\$ 84,474	\$ -	\$ -	\$ -	\$ 84,474	\$	84,474
Communities in Schools	\$ -	\$ 33,550	\$ -	\$ -	\$ -	\$ 33,550	\$	33,550
East San Gabriel Valley Consortium (dba LA Works)	\$ 84,525	\$ -	\$ -	\$ 33,836	\$ 74,932	\$ 193,293	\$	193,293
HUB Cities Consortium	\$ 162,484	\$ 49,869	\$ -	\$ -	\$ -	\$ 212,353	\$	212,353
Los Angeles County Office of Education (LACOE)	\$ 11,262	\$ 37,224	\$ 12,906	\$ -	\$ 47,859	\$ 109,251	\$	109,251
Maravilla Foundation	\$ 29,053	\$ -	\$ -	\$ -	\$ -	\$ 29,053	\$	29,053
Career Partners El Monte	\$ 145,121	\$ -	\$ -	\$ -	\$ 517	\$ 145,638	\$	145,638
Pomona Valley Youth Employment Services	\$ 65,409	\$ -	\$ -	\$ -	\$ -	\$ 65,409	\$	65,409
SER South Bay/Jobs for Progress	\$ -	\$ 8,726	\$ -	\$ 16,962	\$ -	\$ 25,688	\$	25,688
Soledad Enrichment Action Inc.	\$ 65,409	\$ -	\$ -	\$ -	\$ -	\$ 65,409	\$	65,409
Southeast Area Social Services Funding Authority	\$ 50,826	\$ -	\$ -	\$ 41,123	\$ -	\$ 91,949	\$	91,949
Career Partners Rosemead	\$ 182,660	\$ -	\$ -	\$ -	\$ 60,701	\$ 243,361	\$	243,361
William S. Hart UHSD	\$ -	\$ -	\$ -	\$ -	\$ 25,523	\$ 25,523	\$	25,523
Youth Opportunities Unlimited	\$ 32,343	\$ 44,922	\$ -	\$ -	\$ -	\$ 77,265	\$	77,265
LACWIA Service Providers Total	\$ 856,270	\$ 294,889	\$ 40,238	\$ 91,921	\$ 283,339	\$ 1,566,657		
CSS Administration						\$ 127,020	\$	127,020
Grand Total						\$ 1,693,677	\$	1,693,677

FY 2004-05 CALWORKS YOUTH JOBS FUNDING ALLOCATIONS
(Additional Funding Allocation for Los Angeles County Service Providers)

CALWORKS LTFSS Youth Jobs Program:

LA County Workforce Investment Area (LACWIA)						TOTAL
CALWORKS LTFSS Youth Jobs Funding Distribution:						
	District 1	District 2	District 3	District 4	District 5	
Antelope Valley One-Stop	\$ -	\$ -	\$ -	\$ -	\$ 11,183	\$ 11,183
Catholic Charities of Los Angeles Inc. (Archdiocese of LA)	\$ 12,079	\$ 16,055	\$ 12,148	\$ -	\$ 21,620	\$ 61,902
City of Compton	\$ -	\$ 37,544	\$ -	\$ -	\$ -	\$ 37,544
Communities in Schools	\$ -	\$ 14,911	\$ -	\$ -	\$ -	\$ 14,911
East San Gabriel Valley Consortium (dba LA Works)	\$ 37,567	\$ -	\$ -	\$ 15,038	\$ 33,303	\$ 85,908
HUB Cities Consortium	\$ 72,215	\$ 22,164	\$ -	\$ -	\$ -	\$ 94,379
Los Angeles County Office of Education (LACOE)	\$ 5,005	\$ 16,544	\$ 5,736	\$ -	\$ 21,271	\$ 48,556
Maravilla Foundation	\$ 12,912	\$ -	\$ -	\$ -	\$ -	\$ 12,912
Career Partners El Monte	\$ 64,498	\$ -	\$ -	\$ -	\$ 230	\$ 64,728
Pomona Valley Youth Employment Services	\$ 29,071	\$ -	\$ -	\$ -	\$ -	\$ 29,071
SER South Bay/Jobs for Progress	\$ -	\$ 3,878	\$ -	\$ 7,539	\$ -	\$ 11,417
Soledad Enrichment Action Inc.	\$ 29,071	\$ -	\$ -	\$ -	\$ -	\$ 29,071
Southeast Area Social Services Funding Authority	\$ 22,589	\$ -	\$ -	\$ 18,277	\$ -	\$ 40,866
Career Partners Rosemead	\$ 81,182	\$ -	\$ -	\$ -	\$ 26,978	\$ 108,160
William S. Hart UHSD	\$ -	\$ -	\$ -	\$ -	\$ 11,343	\$ 11,343
Youth Opportunities Unlimited	\$ 14,375	\$ 19,965	\$ -	\$ -	\$ -	\$ 34,340
LACWIA Service Providers Total	\$ 380,564	\$ 131,061	\$ 17,884	\$ 40,854	\$ 125,928	\$ 696,291
CSS Administration						\$ 56,456
Grand Total						\$ 752,747



CONTRACT # _____

AMENDMENT # _____

**COMMUNITY AND SENIOR SERVICES
OF THE COUNTY OF LOS ANGELES**

CONTRACT AMENDMENT

**CalWORKS YOUTH JOBS
LONG TERM FAMILY SELF SUFFICIENCY PROGRAM**

This **AMENDMENT** is made and entered into this _____ day of _____, 200__, by and between the **COUNTY OF LOS ANGELES**, hereinafter referred to as the "**COUNTY**" and _____ hereinafter referred to as the "**CONTRACTOR**".

WHEREAS, the parties hereto have previously entered into a Contract on the 3rd day of March 2004, pursuant to the Long Term Family Self Sufficiency Plan – CalWORKS Youth Jobs whereby the **CONTRACTOR** was allocated _____ (FY2004-05) for the provision of services; and

WHEREAS, the parties hereto desire to amend the Contract to provide additional funding in the amount of _____, in accordance with the terms and conditions set forth below.

NOW THEREFORE, the parties hereto agree as follows:

I. Subsection (a) of SECTION 3 (COUNTY OBLIGATION), is amended in its entirety as follows:

(1) The County agrees to reimburse **CONTRACTOR** for provision of services identified in the Statement of Work (Exhibit C) in accordance with relevant invoicing policies and procedures set forth in this Contract; provided, however, that the amount obligated and paid to the **CONTRACTOR** by the County shall not exceed _____ dollars (\$_____.00) during the term of this Contract.

(2) Notwithstanding any other provision in this Contract, up to 10% of the Contractor's initial _____ allocation may be used as preparatory/start-up costs for the period beginning March 3, 2004 through June 30, 2004. Any unexpended preparatory/start-up costs will be rolled over into the following period commencing July 1, 2004 through September 30, 2004.

(3) Notwithstanding any other provision in this Contract, the additional _____ in CalWORKs Youth Jobs funds may not be expended nor obligated by Contractor prior to July 1, 2004.

- II. The following ATTACHMENT AND EXHIBIT DOCUMENTS are hereby amended by adding new/revised documents, which are attached hereto, and which will reflect the time extension and/or increase in services, as applicable:

Statement of Work (Exhibit C)
Participant Characteristics Summary (Exhibit D)
Budget Forms (Exhibit E)

- III. Except as expressly amended by this Amendment, the terms and conditions of the original Contract shall remain in full force and effect

IN WITNESS WHEREOF, the County of Los Angeles has caused this contract amendment to be subscribed on its behalf by the Director of Community and Senior Services, or his designee, and the CONTRACTOR has subscribed the same through its authorized officer, the day, month, and year first above written. The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By: _____
**Cynthia D. Banks, Chief Deputy
Community and Senior Services
County of Los Angeles**

Approved as to Form:
Raymond G. Fortner, Jr.

By: _____
Deputy

CONTRACTOR

By: _____
(Signature)

(Print or Type Name)

(Title)

(Date)